



Q. I need an invoice to get payment approved for my registration/I need an invoice for someone in my organization who is attending an EEOC Training Institute event. How do I request an invoice?

To create an invoice, you must first register for the event. Please note, requesting an invoice does not confirm your seat in an event. Registration is confirmed upon receipt of payment.

1. Once on the Welcome Page of the event you need an invoice for, click 'Continue' with both the email address and password fields blank. You do not need to log in.



Welcome to the EEOC Training Institute

You are registering for the

EEOC Events on Jan 03, 2022 hosted by the EEOC Phoenix District Office.

If you have previously registered for an EEOC Training event, retrieve your profile details or complete an existing registration by entering your email and password and selecting CONTINUE.

IMPORTANT: If you are not an attendee; but you need to register persons for the event, [READ THIS FIRST](#). If you need to request an INVOICE, [READ THIS FIRST](#).

If you do not know your password, please use the Forgot Password link: [Forgot Password?](#)

If you have not previously registered for an EEOC Training Institute event, please select CONTINUE.

Email Address
Password

Continue

NOTE: Your registration is not valid until you have successfully completed the entire process and received a printable confirmation page and an email.

2. On the "Registration Profile" page, fill out the form with the information for the person who will be attending the course. **If you are not attending do not put your information in the fields.**



* denotes field is required.

Email Address *

Password *

Re-enter Password *

First name *

Middle initial

Last name *

Occupation/Title *

Company name *

Address *

Address Line 2 *

City *

State/Province *

Zip Code *

Phone Number *

TTY Number? TTY?

Additional Email

CC Additional Email?

What is your organizations business?
 Federal
 State/Local
 Private



How to Request an Invoice for EEOC Events

NOTE: If you receive an “Email address is already in use” error when entering the attendee’s email during Step 2, then the person is already in the system and you do not need to go any further in the form. You may exit the form now and call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to request the invoice.

- If you are requesting the invoice for yourself you can skip this step and Click ‘Continue’ at the bottom of the form and proceed to Step 4. If you are requesting the invoice on the behalf of someone else, at the bottom of the ‘Registration Profile’ page, in the field that reads ‘Additional Email’, write your email address and check the box that says, ‘CC Additional Email’ This will ensure that you are emailed the invoice as well as the confirmation and receipt for when the attendee’s registration is confirmed.

City *
 State/Province *
 Zip Code *
 Phone Number *
 TTY Number? TTY ?
 Additional Email
 CC Additional Email?
 What is your organizations business?
 Federal
 State/Local
 Private

Continue

- Click ‘Continue’ to access the next page. Answer the additional questions and be sure to check the ‘Attendee Detail’ option. If you are requesting the invoice for more than one person Click ‘Add Another Registrant’ and continue following the steps. If you are only requesting the invoice for yourself or for one individual click ‘Continue’ to enter the last page of the registration form and skip to Step 7.

Additional Information

* denotes field is required.

How did you learn about this event? *

- Colleague
- EEOC event
- Email
- Mail
- Newspaper/Newsletter Professional Organization
- Other
- SHRM
- Social Media
- Website

What is your position category? *

- Attorney
- EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor
- HR Staff
- Mediator, ADR
- Other Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years?
 YES NO

Do you require any accommodation, due to a disability, in order for you to attend this program? *
 YES NO

Attendee Detail

Please confirm the attendee fee.

Attendee EEO Seminar \$ 349.00 Limit: 170 Available: 103

Add Another Registrant **Continue**



5. After clicking 'Add Another Registrant' you will be taken back to the Registration Profile page. This is where you will enter the second attendee's information.
6. Repeat steps 2-4 until all registrants in your organization are entered.
7. Verify that all information is correct. If you are registering multiple people, make sure they are listed under 'Other Registrations on this Order' Click 'Continue' to enter the payment page.
8. Once on the payment page you can safely exit the form and call 1.703.291.0880 or email eeoc.traininginstitute@eeoc.gov to request your invoice. Please note, requesting an invoice does not confirm your seat in an event. **Registration is confirmed at the time payment is received.**



Provide Payment Information			
Description	Quantity	Amount	Total
Attendee EEO Seminar	2	\$349.00	\$698.00
		Total:	\$698.00
		Balance due:	\$698.00

Pay via Credit Card

Charge my credit card. *



Credit Card Type *

Name as it appears on card *

Credit Card # *

Credit Card Exp. Date * /

CSC Number * [What is the CSC Number?](#)

The charge will appear on your credit card statement as EEOC Training Institute. "EEOC Training Institute"
 The screen will turn into a printable receipt after this card has been approved. This process usually takes about 5 seconds.
A note about security: The information on this page is being transmitted securely using Secure Sockets Layers (SSL) to encrypt data. If the web address does not show "https://", it is because of the way your browser displays the frames of this page.

Billing Address

If your billing address is different from the address shown below, please enter your billing address.

Use the billing address below:

Address Line 1

Address Line 2

City, State/Province, Zip Code

Non-U.S. Province, Country

Continue